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14 March 1952

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MEMORANDUM FOR:

1. We enjoyed having the opportunity to brief you on the organization of our central administrative offices and to acquaint you, at least in brief, with our present and projected operations.

2. I am sure there will be many details about which you will want more information prior to your departure. The personnel of our various offices are at your disposal at any time. For your convenience, I am listing below their names, titles, room numbers, and telephone extensions:

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3. In addition to the above, I am sure you could profitably spend a short time with Mr. Lawrence R. Houston, our General Counsel, who is located in Room 321, South Building, on Extension 733, some time prior to your departure. Mr. Houston will be available to you at any time.

4. I have notified the Motor Pool to honor your request for transportation, and if at any time they are unable to supply a vehicle, if you will call [redacted] secretary, on Extension [redacted] I am sure she can arrange something for you.

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5. If at any time after your arrival at your destination it appears that we are not doing everything we should for you or the components under your jurisdiction, I hope that you will notify the Deputy Director (Administration) immediately. I can assure you that we will give the matter immediate and careful attention.

L. K. WHITE
Assistant Deputy Director
(Administration)

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